

# DISTRICT OF COLUMBIA

## **AIR** NATIONAL GUARD

## VACANCY ANNOUNCEMENT

POSITION TITLE, SERIES, GRADE, & NUMBER SALARY RANGE AREA OF CONSIDERATION

**\*\*THIS IS A DUAL TECHNICIAN/AGR ANNOUNCEMENT\*\***

**MILITARY PERSONNEL CLERK (OA) SSgt GROUP III or Current on-board AGR**

**GS-0204-05, F8693EDC \$25,192 - \$31,454**

TECH AREA(S) OF CONSIDERATION:

GROUP I – Individuals currently employed (permanent and indefinite) in the DCARNG/DCANG.

GROUP II – Individuals who are currently military members of the DCARNG/DCANG.

GROUP III – Individuals who possess the necessary qualifications for the military membership in the DCARNG/DCANG.

AGR AREA OF CONSIDERATION: AGR – RESOURCE AVAILABLE (See (B) Instructions for Applying)

CURRENT ON-BOARD AGR-AGR personnel currently serving under TITLE 32 USC 502 (f)

ANNOUNCEMENT NUMBER OPENING DATE CLOSING DATE

**TECHNICIAN: 01-048 02 MAY 01 Open Until Filled**

**AGR: 01-455**

SUBMIT APPLICATIONS TO: TYPE OF TYPE OF BRANCH OF

POSITION APPOINTMENT SERVICE

HUMAN RESOURCE OFFICE

DC NATIONAL GUARD **EXCEPTED** ENLISTED ANG

2001 East Capitol Street **OR**

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**Washington, DC 20003-1719 AGR**

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**WORK LOCATION \*\*Relocation expenses will not be paid\*\***

**113<sup>th</sup> MPF, DCANG**

**ANDREWS AFB, MD \*\*Those who applied under 01-004 will be resubmitted\*\***

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**CONDITION OF EMPLOYMENT:**

**\*National Guard Membership:** Prior to appointment to this position, selectee must be a member of the District of Columbia **AIR** National Guard.

**\*Electronic Funds Transfer:** Selectee is required to participate in electronic funds transfer/direct deposit.

**\*Military Duty Assignment:** Selectee will be assigned to a compatible military position in the following AFSC or SSI specialties: **3SX01**

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**INSTRUCTIONS FOR APPLYING:** Submit applications for Federal Employment by using either **OF 612** or **SF 171**. Technicians currently employed by the District of Columbia National Guard may submit SF 172 (if a current SF 171 is on file). **\*\*SF 171 dated prior to Jun 88 will not be accepted.** All applications must contain applicant's current unit of assignment, MOS/SSI and military grade. **Applications mailed at government expense will not be accepted by this office.** Applications for this announcement **must** be submitted to the HRO on or before 1600 hours on the closing date. **\*\*TO BE CONSIDERED FOR THIS POSITION THE KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER**  
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**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age, physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and Air National Guard Regulation 40-1613.

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**EVALUATION PROCESS:** Applications will be evaluated solely on information supplied in the application (SF 171, OF 612). Experience will be evaluated based on relevance to the position for which application is made and whether it is full-time or part-time.

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Any questions regarding this vacancy announcement may be referred to SMS Kennetta Douglas, Personnel Staffing Specialist, at 202-685-9766 or DSN 325-9766 or SGT Cheryl Bell, Personnel Assistant, 202-685-9760 or DSN 325-9760.

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# **AN EQUAL OPPORTUNITY EMPLOYER**

**01-048/01-455 MIL PERSONNEL CLERK, GS-0204-05, F8693EDC**

## **INSTRUCTIONS FOR APPLYING:**

A. TECHNICIANS: Submit optional application for Federal Employment (OF 612), or SF 171. Technicians employed by the DC National Guard may submit a SF 172 if they have a current SF 171 on file. SF 171's dated prior to Jun 88 will not be accepted. **\*\*ALL KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER\*\***

B. AGR: (a) Applicants must submit a NGB 34-1, a Report of Individual (RIP) and DD Form 214 (for all periods of service) (if applicable) to: Human Resources Office, 2001 East Capitol Street, Washington, DC 20003-1719. All applications must contain current military assignment, grade, and primary control, secondary AFSC's. (b) Failure to submit any or all items listed above may result in nonconsideration of your application for the position. (c) Applicants must meet initial entry -level qualification criteria listed in Chapter 2, ANGI 36-101, (C1), 5 Aug 94. (d) Current On-board AGR must meet criteria as listed in Chapter 3, ANGI 36-101, (C1), 5 Aug 94. **\*\*ALL KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER\*\***

**BRIEF DESCRIPTION OF DUTIES:** Process a variety of military personnel transactions involving the appointment, enlistment, reenlistment, separation, promotion, assignment, line of duty action, transfer, evaluation, qualification, attendance, clearance, training, and personal recognition of enlisted and officer personnel in the National Guard. Initiates and maintains military personnel records for assigned and attached officers and enlisted individuals, working with them, as well as from supporting documentation, to ensure that information and data are current and accurate. Reviews and evaluates service histories of current military personnel and prior service personnel interested in joining the National Guard. Studies special action cases which may include return or assignment to active duty, administrative or other than honorable discharges, requests for early release, fraudulent enlistments and other actions, board actions, disqualifications for service, difficult situations and their application and conformity to rules and regulations. Performs other duties as assigned.

**QUALIFICATIONS:** GS-05

**GENERAL EXPERIENCE:** Clerical and administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

**SPECIALIZED EXPERIENCE:** Must demonstrate six (6) months experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained: **\*\*ALL KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER\*\***

- A. Ability to examine reports, forms and other documents to insure completeness and conformity to policy and procedures.
- B. Ability to explain information verbally and prepare routine correspondence.
- C. Ability to apply rules/regulations to personnel actions.
- D. Ability to understand a military organization and its functions

**CURRENT UNIT OF ASSIGNMENT, AFSC/SSI, AND MILITARY GRADE MUST BE INCLUDED ON APPLICATION**

(INCOMPLETE APPLICATIONS WILL NOT BE RATED)